附件2：

**淮南师范学院校外人员（专家）劳务费发放审批表**

**单位： （公章）**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **经费来源类型** | | | | **□ 校内经费 □ 校外经费 □ 有到账经费的各类课题** | | | | | | |
| **经费来源名称** | | | |  | | | | | | |
| **发放劳务费名称** | | | |  | | | | | | |
| **发放总额** | | | |  | | | | | | |
| **事由** | | | |  | | | | | | |
| **文件依据** | | | |  | | | | | | |
| **劳务费支出 分类明细（填写不下可另附表）** | **类别** | | **姓名** | | **职称**  **职务** | **工作起止时间** | | | **金额** | **计算方式** |
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| **单位或项目负责人签审：** | | | | | | | | | |
| **职能部门或项目主管部门签审：** | | | | | | | | | |
| **分管校领导**  **审批意见** | | **年 月 日** | | | | | **人事处备案** | **（签章）** | | |
| **备 注** | |  | | | | | | | | |

说明：本表一式两份，一份人事处存档，一份作为报销依据。